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2500 ONE ATLANTA PLAZA
950 EAST PACES FERRY ROAD
ATLANTA, GEORGIA 30326
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P O BOX 19230
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FIRST VIRGINIA BANK TOWER
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May 4, 1990

FILE NO 22428.002101
DIRECT DIAL NO. 919-899 3061

PRIVILEGED AND CONFIDENTIAL
ATTORNEY-CLIENT COMMUNICATION

Mr. Charles Martens
Manager, Accounts Payable, Payroll
Accounting, & Bank Reconciliation
Philip Morris International Inc.
120 Park Avenue, 13th floor
New York, New York 10017

Philip Morris International Records Management Program

Dear Mr. Martens:

The first step in Philip Morris International's effort to revise and improve its Records Management Program began at a meeting in New York on Thursday, February 22, 1990. At that meeting, our firm, outside counsel to the Company, distributed questionnaires for your completion.

As you will recall, March 16 was set as the due date for return of questionnaires. Inasmuch as we wish to proceed on schedule with this important project, Bradley Brooks has asked me to write to you to remind you that we have not received a questionnaire from you.

We would appreciate your immediate attention to the task of completing the questionnaire and its return to me at the Raleigh address of Hunton & Williams by Friday, May 18, 1990. If you have difficulty in meeting this new deadline, please call me (919-899-3061).

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Source: https://www.industrydocuments.ucsf.edu/docs/rldk0000

I shall be glad to answer any questions or to help expedite the return of the questionnaire in any way possible.

Sincerely yours,

Arthur J. DeBaugh

630/6145
cc: Bradley B. Brooks, Esquire

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Source: https://www.industrydocuments.ucsf.edu/docs/rldk0000